

13 August 1975

MEMORANDUM FOR: Chief, SPD/OP

SUBJECT : Management Reports  
Prepared by MPB

1. Listed below are the type of reports, where they go and how often per your request.

<u>Type of Report</u> <i>(military)</i>	<u>Addressee</u>	<u>Frequency</u>
<del>1. Recap of Agency Military</del>	C/MPB-CIA	Weekly
2. Manpower in Support of CIA	FPO-ODCSOPS-DA	Quarterly
3. Enlisted Promotion Report	Promotion Branch-DA	Monthly
4. Organizational Strength Report Changes	SIDPERS-DA	Monthly (or as changes occur)
5. Military Personnel Suspense Roster	Applicable Agency Dir-CIA	Monthly
6. Unit Fund Strength Report	Command Welfare Fund-DA	Monthly
<del>7. Military Requisitions</del>	Army-Navy-MC	As required
8. Personnel Status Report	OF/AD/L-CIA	Monthly
<del>9. Weekly Activities Report</del>	C/SPD-CIA	Weekly
<del>10. Monthly Report of Separations</del>	OP/CD/SRB-CIA	Monthly
11. Military Strength Accounting Ledger	OF/AD/L-CIA	Monthly
<del>12. Workload Data &amp; Accomplishments for Fiscal Year - Mil Pers Branch</del>	C/SPD-CIA	Annual
<del>13. Accomplishment &amp; Goals</del>	C/SPD-CIA	Annual
14. Estimated Military Personnel Requirements for Fiscal Year	JCS	Annual
<del>15. Reports of TDY Visits</del>	C/SPD-CIA	As required

16. Unit Personnel Management Roster		STAT Bi-monthly
<del>17. Military Requisitions</del>		As required
<del>18. Monthly Xerox Reading</del>		Monthly
<del>19. Monthly Car Mileage</del>		Monthly
20. Unit Fund Strength Report		Monthly
21. Verification of Military Personnel Expense Listing		Monthly
22. Personnel Status Report		Quarterly
23. Military Status Questionnaire		Weekly
<del>24. Contract Personnel Report</del>		Monthly
<del>25. Personnel Report (Military Reservists Alpha. Order)</del>		Quarterly
<del>26. Personnel Report (Military Reservists Alpha. By Office and by Service)</del>		Quarterly
<del>27. Personnel Report (Military Reservists Category 2 only)</del>		Quarterly
<del>28. Personnel Report (Military Reservists Alpha. by Service)</del>		Quarterly
<del>29. Naval Control Roster</del>		Monthly

STAT

30. Reserve Unit Personnel Performance  
Report

Twice Monthly STAT

~~31.~~ Unsatisfactory Ready Reserve  
Participation

Annual

32. Certification of Submission on  
Fitness Reports of Naval Reserve  
Officers on Inactive Duty

Annual

33. Marine Control Roster

Quarterly

34. Semi-Annual Activity Report

Semi-Annual

35. Station List

Quarterly

36. Drill Report

Monthly

✓ 37. Volunteer Training Unit Roster

Monthly

✓ 38. US Army Reserve Unit Training Report

Monthly

39. Record of Individual Performance of Reserve Duty Training

STAT  
As required

40. ~~Control/Termination of Control over certain Reservists~~

Monthly  
(or as needed)

41. ~~Authorization for inactive duty Training~~

Weekly

42. ~~Authorization for individual inactive duty training~~

As required

43. ~~Additions & Deletions to Control Roster of Designated AF Reservist~~

Quarterly



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Chief,  
Military Personnel Branch

STAT

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